

Section 8.1 FUNCTIONS MENU

Approval-Supervisor

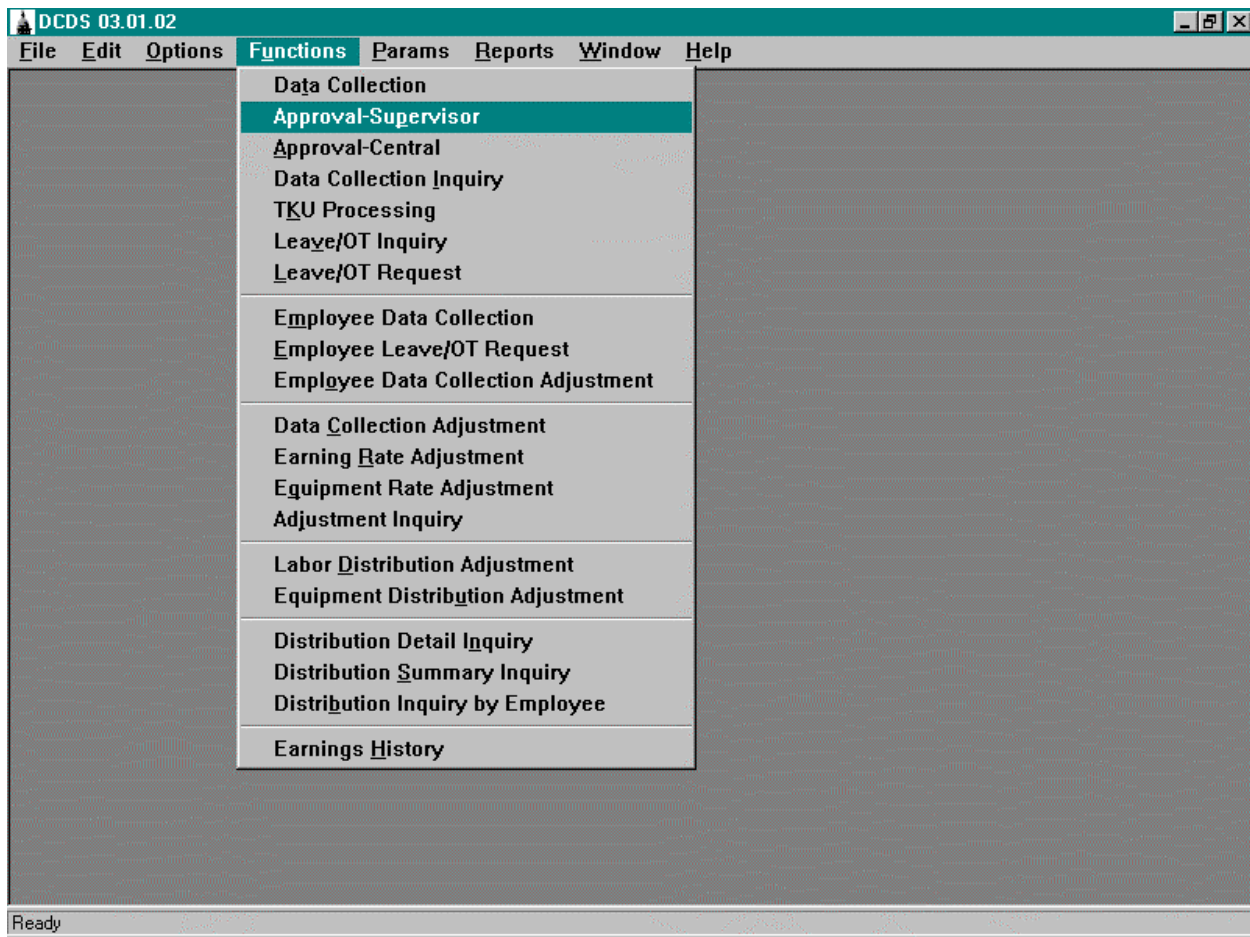
Purpose	This section provides the procedures for authorized personnel to approve timesheet information and leave and/or overtime requests that have been submitted by using the Approval-Supervisor window.
Window	Approval-Supervisor
Reminders	<ol style="list-style-type: none"> 1. The Approval-Supervisor window is accessed through the Functions, Approval-Supervisor items on the menu bar. 2. The Approval-Supervisor window consists of four tabs. <ul style="list-style-type: none"> ■ Selection - This tab automatically displays a list of employees who have submitted data that need approval. The employees listed are based on a users authorization and/or security and may be displayed as follows: <ul style="list-style-type: none"> ■ My Employees - Displays the employees who the user is designated as the approver through the Params, Personnel Data, Data Collection Approver function (<i>see Section 14</i>). ■ All Employees - Displays all requests based on the user's security (TKUs that the user is designated as an approver). ■ Detail - This tab allows a user to review data recorded by the employee and approve, reject or modify data. Data may only be modified if the user is authorized. Data is displayed based on the category (Time, Equipment, Activity or Leave/Overtime Request). When the approver has approved or rejected the request, a message may be sent by e-mail to the user's e-mail address, if the Notification option has been selected by the agency thru the Options, TKU Options (<i>see Section 5</i>). <p><i>Continued</i></p>

Approval-Supervisor

Reminders (Continued)	<ul style="list-style-type: none">■ History - This tab allows a user to view the approvals of an employee's time by category for the current pay period and previous pay periods.■ Emp Info - This tab allows a user to view general employee information. The same information is also displayed in Data Collection. <p>3. The approval paths must be defined, through the TKU Options window (see <i>Section 5</i>), before any approval data can be entered. A user may see requests for any employee at any level, if the user is designated as the approver.</p> <p>4. The approver has the following options when reviewing time and Leave/Overtime requests (based on security):</p> <ul style="list-style-type: none">■ Approve as submitted - all categories■ Approve with comments - all categories■ Approve with modifications - all categories■ Reject request - Leave/Overtime only
References	<i>No Specific References</i>

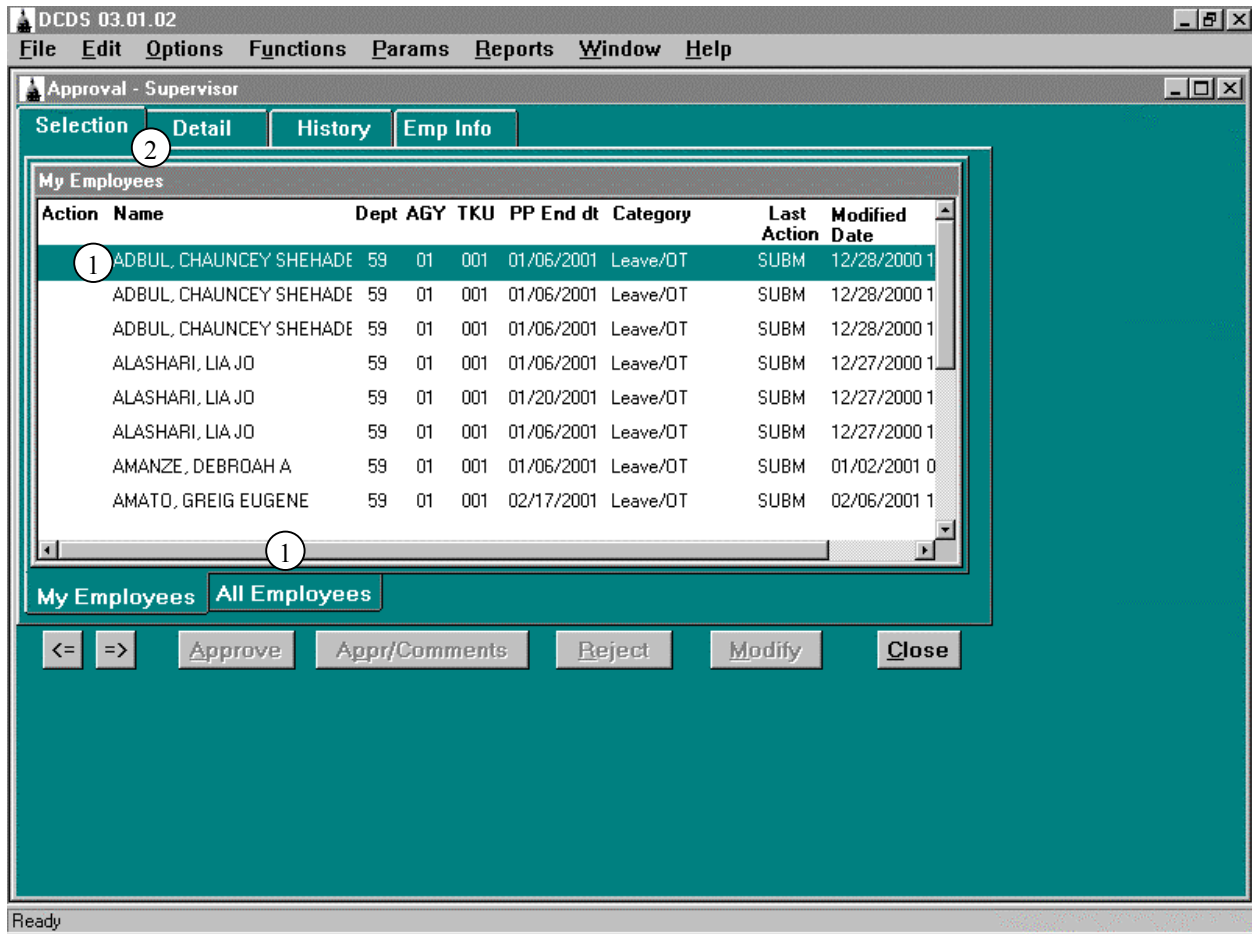
Main Menu

To display the Approval-Supervisor window, select the Functions menu item from the Menu bar and select Approval-Supervisor from the dropdown menu.



Approval-Supervisor Selection Tab

The following window is displayed when the Functions, Approval-Supervisor items are selected from the Menu bar. The steps are described below.



Follow the steps below to select an employee to review a request.

Step	Field Name	Action
1	Selection Tab	Highlight the employee from My Employees window or click on the All Employees bottom tab to display all employees.
2	Detail Tab	Click on the Detail tab to approve, reject or modify time. Click on the History or Emp Info tab to view other data. The Detail and History tabs display data based on category (Time/Time Adjustment, Activity, Equipment/Equipment Adjustment).

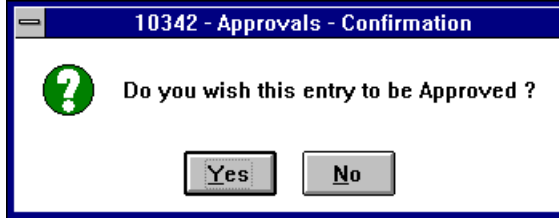
**Approval-Supervisor
Selection Tab**

The following information is displayed for the My Employees and All Employees bottom tabs:

Field Name	Description
Action	The pending action required for the specific category.
Name	The name of the employee for which the user is an approver.
Dept	The employee's department number.
Agy	The employee's agency number.
TKU	The employee's Timekeeping Unit (TKU) number.
PP End DT	The Last day of the pay period.
Category	Type of category of data to be approved. One of the following will be listed: <ul style="list-style-type: none">■ Time/Time Adjustments■ Activity■ Equipment Usage/Equipment Adjustments■ Leave or Overtime Requests
Last Action	The Status code of SUBM is displayed indicating the request has been submitted and is waiting to be approved.
Modified Date	The date approval data was modified.

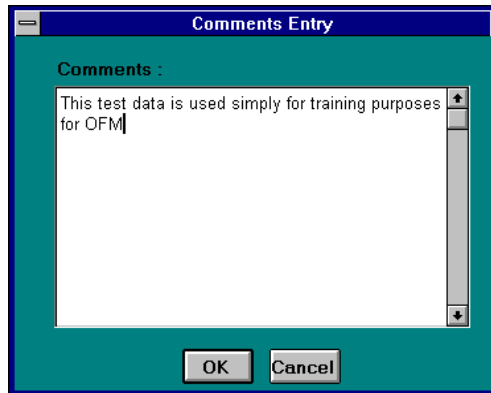
**DCDS Input Procedures
Approval-Supervisor**

Follow the steps below to approve, modify or reject the categories of time. Examples of the windows and field descriptions follow this procedure.

Step	Field Name	Action
<i>Follow the steps below for ALL categories of time and Leave/Overtime Requests.</i>		
		Upon clicking on the Detail button the window displayed depends on the category of time entered or if the approval is for a request of leave or overtime. As a result, the Detail windows vary with each category. The approver should review the data entered before submitting it for audit.
<i>Perform the following to Approve time or request.</i>		
	Approve	Click on the Approve button to submit time for audit. The following pop-up window is displayed:  Click the Yes button to approve or the No to cancel the action.

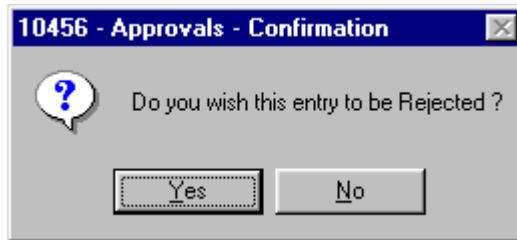

DCDS Input Procedures

Approval-Supervisor

Step	Field Name	Action
Perform the following to Approve with comments.		
	Appr/Comments	<p>Click on the Approve/Comments button to approve the information and enter comments, if necessary. The following pop-up window is displayed:</p>  <p>Once the OK button is clicked the Approve Confirmation window is automatically displayed.</p>
Perform the following to Modify time.		
	Modify	<p>Click on the Modify button, if corrections are necessary to the employee's timesheet.</p> <p>Note: The time entry window used to enter the employee's time will display. Updates can only be made by personnel who are authorized. A message will be sent to notify the employee that changes have been made to his/her timesheet, if the agency has selected the Notification option.</p>

DCDS Input Procedures

Approval-Supervisor

Step	Field Name	Action
<i>Perform the following to Reject a Leave/Overtime Request.</i>		
	Reject	<p>Click on the Reject button to reject the employee's request. The following pop-up window is displayed:</p>  <p>Click the Yes button to reject or the No to cancel the action.</p> <p>Note: Only leave or overtime requests can be rejected. If a leave request is rejected, the employee will receive a message, if Notification is being used, and should follow internal policy for follow-up process.</p>
<i>Perform the following for ALL time submitted and requests for leave or overtime.</i>		
		If more than one employee is highlighted from the Selection tab, click on the next button to approve, modify or reject time.
	Close	Click on the Close button to close the window.

Approval-Supervisor Time Category - Detail Tab

The following window is displayed for the Time category when the Detail tab is clicked. This tab displays hours information that was submitted. This window allows a user to view hours entered, coding block information, comments and any errors that may have occurred. The fields displayed are described on the following page.

DCDS 03.01.02

File Edit Options Functions Params Reports Window Help

Approval - Supervisor

Selection Detail History Emp Info

Dept. : 55 Agency : 01 TKU : 300 PP End Dt : 03/03/2001 Next Action : APPR
Name : GRAPHOS, GRAY D SSN : 550-10-0348 Category : Time

Hours Display

Month: February

Hours Type	Sum Total	18 S	19 M	20 T	21 W	22 Th	23 F	24 S	Wkly Total	25 S	26 M	27 T	28 W	01 Th	02 F	03 S	Wkly Total	PP Total
REG1			8.0	8.0	8.0	8.0	8.0		40.0			8.0	8.0	8.0	8.0		32.0	72.0
HOL1										8.0							8.0	8.0
Totals:			8.0	8.0	8.0	8.0	8.0		40.0		8.0	8.0	8.0	8.0	8.0		40.0	80.0

Personal Mileage: .0

Time Detail CB Detail Comments Errors

<=> Approve Appr/Comments Reject Modify Close

Ready

Time Category**Detail Tab - Time Detail Bottom Tab**

The following information is displayed:

Field Name	Description
Hours Type	The hours type reported on the timesheet.
Sum Total	The summary number of hours reported on the timesheet. Note: These fields will only display, if the hours were reported on a summary basis.
Days of the week	The hours reported for each day of the pay period. Note: These fields will only display, if the hours were reported on a daily basis.
Wkly Total	Total hours reported for that hours type for the first/second week of the pay period.
PP Total	Total hours reported for that hours type for the two week pay period.
Totals	Total hours in each column, includes all hours types entered.
CB Detail Bottom Tab	To view coding block detail for the employee, click on the CB Detail bottom tab. The request may be approved by clicking on the Approve button.

Time Category**Detail Tab - CB Detail Bottom Tab**

The following window is displayed when the CB Detail Bottom tab is selected. The fields displayed are described on the following page.

DCDS 03.01.02

File Edit Options Functions Params Reports Window Help

Approval - Supervisor

Selection Detail History

Dept : 75 Agency : 01 TKU : 136 PP End Dt : 08/07/1999 Next Action : APPR

Name : Alagna, Rashawn John SSN : 750-10-1026 Category : Time

Coding Block Display

Date	Hours Type	Hours	AY	Index Code	PCA	Grant	Ph	AG1	Project	Ph	AG2	AG3	Multi	STD
07/26/1999	REG1	8.0												<input checked="" type="checkbox"/>
Total :		8.0												
07/27/1999	REG1	8.0												<input checked="" type="checkbox"/>
Total :		8.0												
07/28/1999	REG1	8.0												<input checked="" type="checkbox"/>
Total :		8.0												
07/29/1999	REG1	8.0												<input checked="" type="checkbox"/>
Total :		8.0												

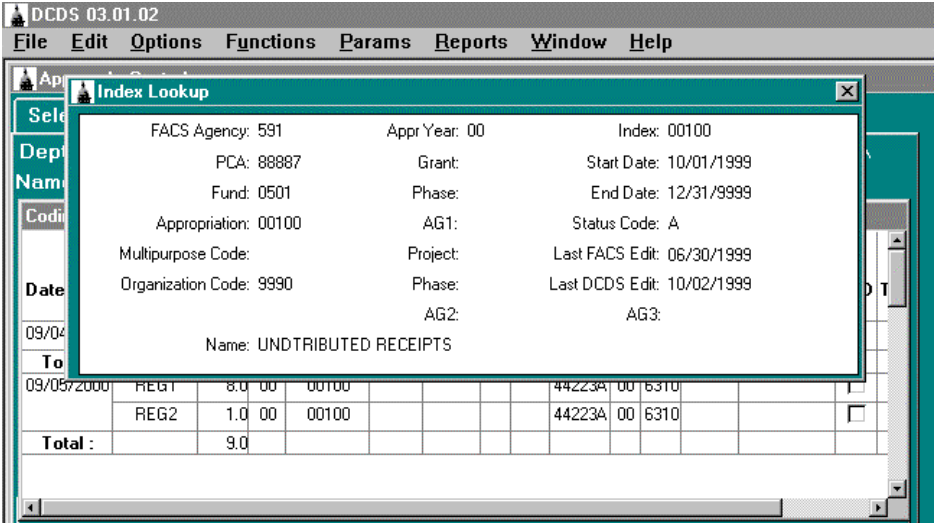
Time Detail CB Detail Comments Errors

<= => Approve Appr/Comments Reject Modify Close

Ready

Time Category**Detail Tab - CB Detail Bottom Tab**

The following information is displayed:

Field Name	Description
Name, SSN	The employee's name and Social Security Number.
Date/Total	Calendar date/total of all hours entered for that date.
Hours Type	Hours type reported on the time information entry.
Hours	Number of hours reported for that hours type.
Coding Block Elements	<p>Coding block reported for that hour's type. Click on the right mouse button to view a detailed description. The following is displayed:</p>  <p>If the standard coding block is being used, a '✓' will display in the Std field and the coding block element fields will be blank.</p>
Std	<p>Displays a '✓' indicating the standard coding block was used when the time information was reported.</p> <p>Note: If the standard coding block was used, the coding block fields will be blank.</p>
Comments Bottom tab	To review comments reported by the employee, click on the Comments bottom tab. The action may be approved by clicking on the Approve button.

Time Category**Detail Tab - Comments Bottom Tab**

The following window is displayed when the Comments Bottom tab is selected. The fields displayed are described below.

DCDS 03.01.02

File Edit Options Functions Params Reports Window Help

Approval - Supervisor

Selection Detail History

Dept. : 59 Agency : 01 TKU : 005 PP End Dt : 04/05/1997 Next Action : APPR

Name : Chairs, Latease Rene SSN : 670-20-1353 Category : Time

Comments				
Hours Type	Day	Comments	Entered By	Entered On
REG1	4/6/97	System generated timesheet	T_DEPT99	02/18/1997 11:00

Time Detail CB Detail Comments Errors

<= => Approve Appr/Comments Reject Modify Close

Ready

The following information is displayed:

Field Name	Description
Hours Type	Hours type for the comment that was reported.
Day	Day of the pay period for which the comment is reported.
Comments	Comments reported by the employee or person entering information.
Entered By	User ID of the user who entered the comment.
Entered On	Date when the comment was entered.

Time Category

Detail Tab - Errors Bottom Tab

The following window is displayed when the Errors Bottom tab is selected. This window displays errors or warnings that were found during time validation. For explanation of errors/warnings associated with the Approval - Supervisor window *see Section 2.3*. The fields displayed are described on the following page.

The screenshot shows a software window titled "DCDS 03.01.02" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. The main area is divided into tabs: Selection, Detail, and History. The "Detail" tab is active, showing fields for Dept. (59), Agency (01), TKU (005), PP End Dt (04/05/1997), Next Action (APPR), Name (Chairs, Latease Rene), SSN (670-20-1353), and Category (Time). Below these is an "Errors Display" section with a table. The table has columns for Hours, Error Type, and Description. One error is listed: COMP 20019 W, with the description "Comp leave hours reported exceeds balance." At the bottom, there are tabs for Time Detail, CB Detail, Comments, and Errors (selected). Below the tabs are buttons for navigation and actions: "<=", ">=", Approve, Appr/Comments, Reject, Modify, and Close. The status bar at the bottom indicates "Ready".

Hours	Error Type	Description
COMP 20019	W	Comp leave hours reported exceeds balance.

Time Category**Detail Tab - Errors Bottom Tab**

The following information is displayed:

Field Name	Description
Hours Type	The hours type that was entered on the timesheet.
Error No	Number of the type of error or warning found during validation process.
Type	Displays a “W” if a warning was found or an “E” if an error was found during validation. Note: Timesheet can be submitted with warnings, but errors must be corrected before the timesheet can be submitted.
Description	Reason for the error/warning.

Activity Category Detail Tab

The following window is displayed for the Activity category when the Detail tab is clicked. This window displays activity that was submitted. This window allows the user to view the detail of the activity submitted and comments. The Summary bottom tab is automatically displayed when the Detail tab is clicked. The fields displayed are described on the following page.

The screenshot shows a software window titled "DCDS 03.01.02" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. The main area is titled "Approval - Supervisor" and contains several tabs: Selection, Detail (active), History, and Emp Info. Below the tabs, the following information is displayed:

Dept : 59 Agency : 01 TKU : 001 Next Action : APPR
Name : AMANZE, DEBROAH A SSN : 590-10-1149 Category : Activity

Activity Summary

Month:	Sum	04	05	06	07	08	09	10	PP
Activity	Total	S	M	T	W	Th	F	S	Total
SALT			3.00	2.00	2.00				7.00
UPCK						4.00	4.00		8.00
Totals:	0.00	0.00	3.00	2.00	2.00	4.00	4.00		15.00

Below the table are three tabs: Summary (active), Details, and Comments. At the bottom of the window are several buttons: "<=", ">=", "Approve", "Appr/Comments", "Reject", "Modify", and "Close". The status bar at the bottom left shows "Ready".

Activity Category**Detail Tab - Summary Bottom Tab**

The following information is displayed:

Field Name	Description
Month	Displays the month and day of the selected pay period.
Activity Code	Identifier for the activity reported by the employee on the Activity Entry window.
Sum Total	Total hours reported for a particular activity per pay period.
Hours by day	Total hours by activity for each day of the week reported by the employee. Note: Activity may not be hours worked. It can be reported in counts, hours, miles, etc.
PP Total	Sum of total hours reported for a particular pay period.
Totals	Total for each day of the pay period (if time was reported on a daily basis) and a total for each week of the pay period.

Activity Category**Detail Tab - Detail Bottom Tab**

The following window is displayed for the Activity category when the Detail tab, Details bottom tab is clicked. This window allows the user to view the detail of the activity submitted. The fields displayed are described on the following page.

DCDS 03.01.02

File Edit Options Functions Params Reports Window Help

Approval - Supervisor

Selection Detail History Emp Info

Dept : 59 Agency : 01 TKU : 001 Next Action : APPR

Name : AMANZE, DEBROAH A SSN : 590-10-1149 Category : Activity

Activity Detail Display

Date	Activity Code	Amount	AY	Index Code	PCA	Grant	Ph	AG1	Project	Ph	AG2	AG3	Multi
03/05/2001	SALT	3.0											
Total:		3.00											
03/06/2001	SALT	2.0											
Total:		2.00											
03/07/2001	SALT	2.0											
Total:		2.00											
03/08/2001	UPCK	4.0											
Total:		4.00											

Summary Details Comments

<=> Approve Appr/Comments Reject Modify Close

Ready

Activity Category**Detail Tab - Detail Bottom Tab**

The following information is displayed:

Field Name	Description
Date	The day of the pay period.
Activity Code	The identifier for the activity reported by the employee on the Activity Entry window.
Amount	The number of hours, etc., by activity for each day of the week reported by the employee.
Coding Block Elements	The coding block charged for a particular activity.
Total	The daily total of hours reported for an activity.

Activity Category

Detail Tab – Comments Bottom Tab

The following window is displayed for the Activity category when the Detail tab, Comments bottom tab is clicked. This window allows the user to view any comments related to the activity submitted. The fields displayed are described on the following page.

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File Edit Options Functions Params Reports Window Help

Approval - Supervisor

Selection Time Activity Equipment Inventory Leave Req Emp Info History

Ewald, Daria 590-10-2218 Eff Dt: 03/10/1986 PP EndDt: 8/7/99 Ver:

Comments

Activity	Day	Location	Sub Location	Recipient Of Activity	Equipment Number
Work Req #			Commodity Id	Quantity	Comments

Summary Details Comments

<=<>=> Close

Ready

Activity Category**Detail Tab – Comments Bottom Tab**

The following information is displayed:

Field Name	Description
Activity	The identifier for the activity reported by the employee on the Activity Entry window.
Day	The day of the pay period.
Location	Indicates the location where an action is being performed.
Sub Location	Indicates, at a lower level than location, the sub-location where an action is being performed.
Recipient of Activity	Indicates who or what received action being recorded as an activity.
Equipment Number	The equipment number reported for the activity.
Work Request #	The work request number assigned.
Commodity ID	The commodity ID associated with the activity being reported.
Quantity	The amount reported for each activity from the Activity Entry window.
Comments	The comments reported by the employee.

Equipment Category Detail Tab

The following window is displayed for the Equipment category when the Detail tab is clicked. This window displays equipment usage information that was submitted. The fields displayed are described on the following page.

DCDS 03.01.02

File Edit Options Functions Params Reports Window Help

Approval - Supervisor

Selection Detail History Emp Info

Dept : 59 Agency : 01 TKU : 001 Next Action : APPR

Name : AMANZE, DEBROAH A SSN : 590-10-1149 Category : Equipment

Equipment Display

Equip No	Start Date	End Date	Hours	Start Meter	End Meter	Pers Miles
AY Index PCA	Grant Ph	AG1 Project	Ph AG2 AG3 Multi			Std
1033	03/17/2001	03/17/2001	20.0	.0		3.0
1038	03/17/2001	03/17/2001	3.0	.0		
Total Hours:			23.0			

<= => Approve Appr/Comments Reject Modify Close

Ready

**Equipment Category
Detail Tab**

The following information is displayed:

Field Name	Description
Equip No	The equipment number reported on the Equipment Usage entry window.
Start Date	The beginning date for which usage was entered on the Equipment Usage entry window.
End Date	The ending date for which usage was entered on the Equipment Usage entry window.
Hours	The number of hours reported for each equipment number.
Start Meter	The start meter reading on the piece of equipment for which usage was reported.
End Meter	The end meter reading on the piece of equipment for which usage was reported.
Pers Miles	The number of personal miles used, if the mileage reported includes personal usage mileage.
Coding Block	The coding block elements charged for each equipment number. Note: All coding block elements are displayed on the Inquiry windows for each agency. If the standard coding block is being used, a '✓' will display in the Std field and the coding block element fields will be blank.
Total Hours	The daily total of hours reported for each piece of equipment used.

Leave/Overtime Request Category Detail Tab

The following window is displayed for the Leave/Overtime Request category when the Detail tab is clicked. This window displays hours of leave or overtime requested that was submitted. The fields displayed are described on the following page.

The screenshot shows a software window titled "DCDS 03.01.02" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. The main area is titled "Approval - Supervisor" and contains four tabs: Selection, Detail (active), History, and Emp Info. Below the tabs, the following information is displayed:

Dept : 59 Agency : 01 TKU : 001 Next Action :
Name : ABDUL CHAUNCEY SHEHADEH SSN : 590-10-7036 Category : Leave/OT

A "Leave/Overtime Request" table is shown with the following data:

Hours	Type	PP	End Date	Approved By	Date Submitted	Status
ADM1		1/6/01	00:00:00		12/28/00 15:38	SUBM

Below the table, a calendar view for December is shown with days of the week and a total of 1.0.

Day	Date	Start Time	End Time	Comments
Sun	24			
Mon	25			
Tue	26			
Wed	27			
Thu	28			
Fri	29			
Sat	30			
Sun	31			
Mon	01			
Tue	02			
Wed	03			
Thu	04			
Fri	05			
Sat	06			
Total				1.0

At the bottom of the window, there are buttons for navigation and actions: "<=", ">=", "Approve", "Appr/Comments", "Reject", "Modify", and "Close". The status bar at the bottom left indicates "Ready".

**Leave/Overtime Request Category
Detail Tab**

The following information is displayed:

Field Name	Description
Hours Type	The hours type of leave or overtime requested.
PP End Date	The Pay Period End Date applicable to the leave or overtime requested.
Approved By	The User ID of the person who approved the leave or overtime request.
Date Submitted	The date the employee submitted the request.
Status	The status of the request. One of the following displays: SUBM - Submitted APPR - Approved RJCT - Rejected
Day/Date	The day (Sun-Sat), date the leave or overtime request applies to and the applicable hours.
Total	The total of hours requested.
Day/Date/Start Time/End Time Comments	The day, date, Start Time and End Time and Comments entered regarding the leave or overtime.

Approval-Supervisor

All Categories - History Tab

The following window is displayed when the History tab is selected. The History window displays the action completed to the employee's time and any comments reported for the pay period selected. The fields displayed are described below.

DCDS 03.01.02

File Edit Options Functions Params Reports Window Help

Approval - Supervisor

Selection Detail **History**

Dept. : 59 Agency : 01 TKU : 001 PP End Dt : 02/10/1996 Next Action :
 Name : Fox Chris SSN : 001-11-0001 Category : Time

Action	Comments	Action Taken By	Date
APPR		TR101	07/16/1996 18:01
SUBM		T_DEPT99	07/12/1996 16:01

<=> Approve Appr/Comments Reject Modify Close

Ready

The following information is displayed:

Field Name	Description
Action	The action(s) that have been completed (approval, submit, reject).
Comments	Any comments entered by the approver. Note: To view all the comments entered, double click on the comments field. The comments pop-up window displays the comments entered by the approver.
Action Taken By	Name of the user who performed the action.
Date	Date the action was taken.

Approval-Supervisor Emp Info Tab

The following window is displayed when the Emp Info tab is clicked. This window displays general employee information (the same information is displayed in Data Collection Inquiry), leave balances and standard distribution data. The fields displayed are described on the following pages.

The screenshot shows a software window titled "DCDS 03.01.02" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. The main area is titled "Approval - Supervisor" and contains a tabbed interface with "Selection", "Detail", "History", and "Emp Info" tabs. The "Emp Info" tab is active, displaying "Employee General Information" in a table format. Below the table are three sub-tabs: "General Info", "Leave Balance", and "Std Distribution", with "General Info" selected. At the bottom are buttons for navigation and actions: "<=", ">=", "Approve", "Appr/Comments", "Reject", "Modify", and "Close". The status bar at the bottom left says "Ready".

Employee General Information			
Name: ADBUL, CHAUNCEY SHEHADEH		SSN: 590-10-7036	
Dept: 59	Agency: 01	TKU: 001	Emp. No.: 133967
HRMN Dept. Code: FIXME		HRMN Dept. Name: FIX ME	
Appt Status Code: AA FULL-TIME (CLASSIFIED)		Pos: DEPSPL2A08N	
Appt. Eff. Date: 06/30/1985		Departure Date:	
Voluntary Plan:		Vol. Plan Hours:0	
Vol. Plan Exp. Date:			
ClassType: Classified	Job Code: DEPTLSPL	Retirement Code: 04	
Work Site: 2081	Work County: 19	Union Code: Y23	
FLSA Exempt:		FLSA Exp Date:	
Average Hours: .0			
Std Hours Reg: 80	Shift 2: 0	Shift 3: 0	

General Info | Leave Balance | Std Distribution

<= >= Approve Appr/Comments Reject Modify Close

Ready

**Approval-Supervisor
Emp Info Tab**

The following information is displayed:

Field Name	Description
Name	The employee's name.
SSN	The employee's Social Security Number.
Dept	The employee's department number.
Agency	The employee's agency number.
TKU	The employee's Timekeeping Unit (TKU) number.
Emp No	The employee's unique identification number assigned by the Human Resource Management Network (HRMN).
HRMN Dept Code	The employee's numeric department code used by the Human Resource Management Network.
HRMN Dept Name	The title associated with the HRMN Department Code.
Appt Status Code	The employee's Appointment Status identifies if the employee is full time classified, part time classified, etc.
Pos	The employee's position number identifies jobs with sets of similar duties, knowledge, skills and abilities.
Appt Eff Date	The employee's Appointment Effective Date. This is the same as the Eff Date in the Selection List window on the Selection tab.
Departure Date	The employee's Departure Date from position, if on leave or separated.
FMLA Expiration Date	The Family Medical Leave Act expiration date for the employee, if on file.
Voluntary Plan	A code that identifies the plan an employee has enrolled in under the Voluntary Work Schedule Adjustment Program.
Vol Plan Hours	Indicates the number of hours applicable in the Voluntary Work Schedule Adjustment Program.

Emp Info Tab (Continued)

Field Name	Description
Vol Plan Exp Date	Displays the expiration date of the Voluntary Work Schedule Adjustment plan, if an employee is participating.
Class Type	The employee's classification (i.e., classified, unclassified, Per Diem, SPS Contractual).
Job Code	A code which identifies an employee's particular job or classification. This code is used for reporting, wage analysis and other personnel/payroll functions.
Retirement Code	Retirement (pension) plan code assigned to employee.
Work Site	Site code assigned to employee's position.
Work County	The County Code where the employee's position is located.
Union Code	A code that identifies which union an employee belongs to.
FLSA Exempt	The Fair Labor Standards Act (FLSA) code which indicates the employee's overtime pay eligibility. Y - Not Eligible N - Eligible Note: A Y* indicates eligibility on an exception basis.
FLSA Exp Date	The Expiration Date of an exception for FLSA overtime approval.
Average Hours	The average of hours for less than full time employees reported for the previous six pay periods. Current pay period hours are included ONLY if Time and Attendance has been <u>submitted</u> .
Std Hours Reg	The employee's first shift regular hours.
Shift 2	The employee's second shift regular hours.
Shift 3	The employee's third shift regular hours.

Emp Info Tab

Leave Balance Bottom Tab

The following window is displayed when the Leave balance bottom tab is selected. Only Hours Types that have a balance are displayed. The fields displayed are described on the following page.

The screenshot shows a software window titled "DCDS 03.03.01" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. The main area is titled "Approval - Supervisor" and contains a tabbed interface with "Selection", "Detail", "History", and "Emp Info" tabs. The "Emp Info" tab is active, showing a "Leave Balance" section. This section displays employee information (Name: ADBUL, CHAUNCEY SHEP, SSN: 590-10-7036, Dept: 59, Agency: 01, TKU: 001) and a table of leave balances for the pay period 09/02/2001 to 09/15/2001. The table lists hours types and their available balances, all with a last update of 07/13/2001. At the bottom of the window are buttons for navigation and actions: "<=", ">=", "Approve", "Appr/Comments", "Reject", "Modify", and "Close". The status bar at the bottom indicates "Ready".

For Pay Period	Hours Type	Available Balance	Balance Last Update
09/02/2001 - 09/15/2001	ANLV	256.0	07/13/2001
	SKLV	1934.6	07/13/2001
	DH82	46.0	07/13/2001
	SCHL	8.0	07/13/2001
	CONTINUOUS	47192.0	07/13/2001
	SINCE STEP	160.0	07/13/2001

Emp Info Tab**Leave Balance Bottom Tab**

The following information is displayed:

Field Name	Description
Name	The employee's name.
SSN	The employee's Social Security Number.
Dept	The employee's department number.
Agency	The employee's agency number.
TKU	The employee's Timekeeping Unit (TKU) number.
For Pay Period	The pay period start and end dates.
Hours Type	<p>The employee's leave hours type as well as the following:</p> <ul style="list-style-type: none"> ■ Continuous Service Hours ■ Defined Contribution 40, 50, 60 ■ Family Medical Leave (FMLA) ■ Seniority 1, Seniority 2 ■ Since Step ■ Unclassified ■ Z Clearing ■ College/University Service Hours ■ County Service Hours ■ LOLA Hours (Leave or Layoff Adjustment) ■ Military Hours ■ Other Hours ■ Prior Service Hours ■ Seniority Hours ■ Voluntary Plan Hours
Available Balance	Displays the balance of hours available for each hours type. The accrual does not display for the current pay period. To view the accrual amount, scroll to the previous pay period.
Balance Last Updated	Date of the most current hours balance. The date may be different from the pay period end date, if hours have been adjusted.

Emp Info Tab

Std Distribution Bottom Tab

The following window is displayed when the Standard Distribution bottom tab is selected. The fields displayed are described on the following page.

The screenshot shows a software window titled "DCDS 03.01.02" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. The main area is titled "Approval - Supervisor" and contains a tabbed interface with "Selection", "Detail", "History", and "Emp Info" tabs. The "Std Distribution" tab is active, displaying a form with the following fields:

FACS Agy: 591	Name: ADBUL, CHAUNCEY SHEHADEH	SSN: 590107036
Department: 59	Agency: 01	TKU: 001
Appt Date: 6/30/85 00	Source: HRMN	

Below these fields is a table with the following columns: AY, Index, PCA, Grant, Phase, AG1, Project, Phase, AG2, AG3, Multi, and Percent. The table contains one row of data:

AY	Index	PCA	Grant	Phase	AG1	Project	Phase	AG2	AG3	Multi	Percent
01	99995										100

At the bottom of the window, there is a "Std Distribution" tab and a row of buttons: "<=", ">=", "Approve", "Appr/Comments", "Reject", "Modify", and "Close". The status bar at the bottom left shows "Ready".

Std Distribution Bottom Tab

The following information is displayed:

Field Name	Description
FACS Agy	The employee's Financial Administration and Control System (FACS) agency number.
Name	The employee's name.
SSN	The employee's Social Security number.
Department	The employee's department number.
Agency	The employee's agency number.
TKU	The employee's Timekeeping Unit (TKU) number.
Appt Date	The employee's start date for current position. This date is the same as the Eff Date in the Selection List window on the Selection tab.
Coding Block Elements	The coding block defined for standard distribution.
Percent	Percentage of costs applied to a specific row of coding block information.
Start Date	The date the standard distribution will become effective.
End Date	The date the standard distribution will not be effective.

Emp Info Tab (General Info Bottom Tab) for Non-Employee

The following window is displayed when the selection criteria has been entered and the Emp Info tab is selected. The fields displayed are described on the following pages.

The screenshot shows a software window titled "DCDS 03.01.02" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. The main area is titled "Approval - Supervisor" and contains a tabbed interface. The "Emp Info" tab is selected, showing a form for "Linn, Toni R" with ID "300-00-0004". The form includes fields for SSN, Last Name, First, Middle, Suffix, Dept, Agy, TKU, HRMN Dept. Code, HRMN Dept. Name, Union Code, Start Date, End Date, Class Type, Job Code, FLSA Exempt, Wk Status Cd, Firm No, Contract No, Vendor No, Hourly Rate, Modified User Id, and Modified Date. The "General Info" sub-tab is active, displaying the following information:

SSN:	300000004		
Last Name:	Linn	First:	Toni
		Middle:	R
		Suffix:	
Dept:	75	Agy:	01
		TKU:	039
HRMN Dept. Code:	00001	HRMN Dept. Name:	DIRECTOR'S STAFF
Union Code:	284	Start Date:	09/26/2000
		End Date:	12/31/2222
Class Type:		Job Code:	ADMNSTA
FLSA Exempt:		Wk Status Cd:	C
Firm No:		Contract No:	
Vendor No:		Hourly Rate:	
Modified User Id:	T_HRMND99		Modified Date: 9/26/00 10:04:04

At the bottom of the form are buttons for "<=", ">=", "Submit", "Prev Used CB", "Delete", and "Close". The status bar at the bottom left shows "Ready".

Emp Info Tab (General Info Bottom Tab) for Non-Employee

The following information is displayed:

Field Name	Description
SSN	The non-employee's Social Security Number.
Name	The non-employee's name (last, first middle).
Dept	The non-employee's department number.
Agy	The non-employee's agency number.
TKU	The non-employee's Timekeeping Unit (TKU) number.
HRMN Dept Code	The non-employee's numeric department code used by the Human Resource Management Network.
HRMN Dept Name	The title associated with the HRMN Department Code.
Union Code	A code which identifies a bargaining unit, if the employee is a pending employee.
Start Date	The start date for non-employee.
End Date	The end date for non-employee.
Class Type	The non-employee's classification, if applicable (i.e. Classified, Unclassified, Per Diem, SPS Contractual).
Job Code	A code which identifies a non-employee's particular job or classification. This code is used for reporting, wage analysis and other personnel/payroll functions.

Emp Info Tab (General Info Bottom Tab) for Non-Employee

Field Name	Description
FLSA Code	The Fair Labor Standards Act (FLSA) code which indicates the non-employee's overtime pay eligibility, if applicable. Y - Not Eligible N - Eligible Note: A Y* indicates eligibility on an exception basis.
Wk Status Cd	A code which indicates the work status of a non-employee C - Contractual V - Volunteer E - Employee
Firm No	The Firm number for non-employee, if applicable.
Contract No.	The non-employee's contract number.
Vendor No.	The non-employee's vendor number.
Hourly Rate	The non-employee's hourly rate.
Modified User ID/Modified Date	The User ID of the last person who made modifications and the date modifications were made.